

Maine Part C SSIP Phase III					Evaluation Matrix		
<b>Broad Improvement Strategy #1: Professional Development</b> If CDS develops and implements a sustainable, comprehensive professional development plan for Maine’s Early Childhood Care and Education then infants and toddlers with disabilities and their families will receive high quality evidence-based services then Maine will increase the percentage of infants and toddlers with IFSPs who demonstrate improved acquisition and use of knowledge and skills by the time they turn three or exit the program.							
Evaluation Questions: 1. What percentage of new staff/ contracted providers received RBEI Training #1 within 30 days of hire/ contract? 2. What percentage of new staff/ contracted providers received RBEI Training #2 within 30 days of hire/ contract? 3. What percentage of veteran staff received annual refresher training?							
Activity to Evaluate		Data Collection Plan			Evaluation of Activity Implementation		
SSIP Activity	Level of System	Sources/Tools	Methodology	Schedule	Scoring Criteria	Data/Score	Notes
CDS will develop and provide trainings for practitioners and contracted providers that will focus on RBI including the family ecology, needs assessment, intervention planning, support-based home visiting, and collaborative consultation to child care.  <u>RBEI Trainings</u> Training #1: ecology, needs assessment, intervention planning  Training #2: Support based home visit and collaborative consultation.	<input checked="" type="checkbox"/> State <input type="checkbox"/> Regional Site <input type="checkbox"/> Provider <input type="checkbox"/> Other:	Training Documentation:  Total number of attendees; new staff and new contracted providers.	<b>Data collection</b> Training Warehouse  <b>Analysis method:</b> State staff reviews training documentation  <b>Parties responsible:</b> EIPM and EITA	<b>Collection:</b> July 1, 2015, ongoing  <b>Analysis:</b> Quarterly	<b>Question 1, 2, 3</b> 0= less than 50% 1= 51-75% 2= 76-89% 3= 90-100%	<b>Question 1:</b> Data: 37.5% Date: 9/21/2016 Score: 0  <b>Question 2:</b> Data: 88.5% Date: 9/21/2016 Score: 2  <b>Question 3:</b> Data: 72% Date: 9/21/2016 Score: 1	Date represents trainings that occurred July 2015-June 2016.  Trainings have currently occurred face to face. Over the course of FFY16 modes of training will be reviewed to ensure that trainings are available for new hires/ contractors in a timely manner.  Areas of improvement identified to be addressed are the need to have a method to track new contracted providers and the ability to readily access staffs employment status.
		HR documentation Contract Master List Contract Attestation  Length of hire/contract date to training.	<b>Data collection</b> Hire Date Spreadsheet Contractor File Information  <b>Analysis method:</b> State staff reviews documentation  <b>Parties responsible:</b> EIPM and EITA	<b>Collection:</b> July 2015; quarterly  <b>Analysis:</b> Quarterly			

**Broad Improvement Strategy #2: Data Collection and Reporting:**

If CDS enhances the capacity of the state-wide data system to collect and report comprehensive data on child indicator results then necessary data will be available for monitoring, evaluation, and improvement planning on child outcomes then Maine will increase the percentage of infants and toddlers with IFSPs who demonstrate improved acquisition and use of knowledge and skills by the time they turn three or exit the program.

Evaluation Questions:

- 1. Was the new state wide data system implemented on July 1, 2016?
- 2. What percentage of new staff received training within 30 days of hire?
- 3. Was the COS embedded in the new data system with validation measures?

CDS will implement a new statewide data system that will improve data quality and allow necessary analyses of child outcome data.  -	<input checked="" type="checkbox"/> State <input type="checkbox"/> Regional Site <input type="checkbox"/> Provider <input type="checkbox"/> Other:	Documentation: Meeting Minutes	<b>Data collection</b> Meeting Minutes (May 26, 2016)  <b>Analysis method:</b> State review  <b>Parties responsible:</b> QA Director, Vendor	<b>Collection:</b> July 1, 2016  <b>Analysis:</b> n/a	<b>Question 1</b>  Yes= Implemented by July 1, 2016 No= Not implemented	<b>Data:</b> Production system was available on June 2, 2016. <b>Date:</b> 9/21/2016 <b>Score:</b> Yes	Need to track verification of training of agency administrators?  Prior to implementation of CINC on July 1 training occurred at all Regional Sites. Training modules were created for Service Coordinators and Service providers.
		HR Employee Documentation  New Hire Orientation Checklist	<b>Data Collection:</b> Training Warehouse  <b>Analysis method:</b> State review  <b>Parties responsible:</b> QA Director, EIPM, EITA	<b>Collection:</b> December 31, 2016  <b>Analysis:</b> Quarterly	<b>Question 2</b>  0= less than 50% 1= 51-75% 2= 76-89% 3= 90-100%	<b>Question 2:</b> <b>Data:</b> 100% <b>Date:</b> 2/28/2017 <b>Score:</b> 3	

CDS will embed the COS in the new data system, which will ensure that both entrance and exit COS' are completed and received by the state office and significantly reduce the chances of human error.	<input checked="" type="checkbox"/> State <input type="checkbox"/> Regional Site <input type="checkbox"/> Provider <input type="checkbox"/> Other:	Completed date of the COS is embedded in the new data system.	<b>Data collection:</b> COS Report  <b>Analysis method:</b> State Review  <b>Parties responsible:</b> QA Director, EIPM, EITA	<b>Collection:</b> December 31, 2016  <b>Analysis:</b> n/a	<b>Question 3</b>  Yes= Embedded No= Not embedded	<b>Data:</b> Production system was available on June 2, 2016. <b>Date:</b> 9/21/2016 <b>Score:</b> Yes	
<b>Broad Improvement Strategy #3: Early Intervention Outreach</b> If CDS increases public awareness and understanding of Maine's EI system then an increased number of infants and toddlers will be referred and potentially identified at a younger age then Maine will increase the percentage of infants and toddlers with IFSPs who demonstrate improved acquisition and use of knowledge and skills by the time they turn three or exit the program.							
Evaluation Questions: 1. Were public awareness materials developed? 2. How many potential referral sources received public awareness materials?							
CDS will develop public awareness materials that target potential referral sources such as hospitals, medical practices, childcares, DHHS, Women infants and Children, Maine Families Home Visiting, Head Start, and Early Head Start.	<input checked="" type="checkbox"/> State <input type="checkbox"/> Regional Site <input type="checkbox"/> Provider <input type="checkbox"/> Other:	Completion date of PR materials.	<b>Data collection</b> Materials  <b>Analysis method:</b> State Review  <b>Parties responsible:</b> EIPM, EITA	<b>Collection:</b> August 2015  <b>Analysis:</b> review materials annually	<b>Question 1</b>  Yes= Developed No= Not developed	<b>Data:</b> Materials available August 1, 2015 <b>Date:</b> August 1, 2015 <b>Score:</b> Yes	
		Documentation of outreach to potential referral sources.	<b>Data collection:</b> Outreach database  <b>Analysis method:</b> State review  <b>Parties responsible:</b> EIPM, EITA	<b>Collection:</b> February 28, 2017  <b>Analysis:</b> Quarterly		<b>Data:</b> 90 potential referral sources <b>Date:</b> February 28, 2017 <b>Score:</b> 3	

**Broad Improvement Strategy #4: System Support**

If CDS builds a sustainable EI workforce then infants and toddlers will receive services from highly qualified professionals then Maine will increase the percentage of infants and toddlers with IFSPs who demonstrate improved acquisition and use of knowledge and skills by the time they turn three or exit the program.

Evaluation Questions:

- 1. Were EIPM position developed and filled?
- 2. Were productivity expectations standardized?

CDS will maintain a highly qualified EI workforce by: - Investigating the development of Part C program manager positions that would allow for direct, ongoing supervision of Part C practitioners at the regional site level - Standardizing productivity expectations for Part C practitioners which accommodate direct service time as well as mileage to ensure that regional sites are adequately staffed and that caseloads are manageable	<input checked="" type="checkbox"/> State <input type="checkbox"/> Regional Site <input type="checkbox"/> Provider <input type="checkbox"/> Other:	Number of EIPMs, dates of hire	<b>Data collection:</b> HR records  <b>Analysis method:</b> State review  <b>Parties responsible:</b> HR Director	<b>Collection:</b> February 28, 2017  <b>Analysis:</b> n/a	<b>Question 1</b> Yes=Developed and filled No =Not developed and filled	<b>Data:</b> 8 Program Managers hired  <b>Date:</b> January 1, 2017  <b>Score:</b> Yes	
		Implementation date of efficiency expectations	<b>Data collection:</b> Distribution of efficiency form notification and guidance  <b>Analysis method:</b> State review  <b>Parties responsible:</b> EIPM, Regional Site Directors	<b>Collection:</b> February 1, 2017  <b>Analysis:</b> n/a	<b>Question 2</b> Yes=Standardized No= Not standardized	<b>Data:</b> Notification distributed  <b>Date:</b> December 1, 2016  <b>Score:</b> Yes	